

Appendix 1:

Flexibus Rules & Guidelines:

1. All self drivers must attend a Self Drive training course, without this training you will **not be permitted** to drive our vehicles. These courses run on an annual basis – please contact the office for dates of next training course or if you have another driver that you want to use the service.
2. You must have completed the required CPC modules for your licence and carry your licence at all times as a legal requirement. If you need to complete any CPC modules please let our office know and we can arrange training.
3. Keys must be collected between 9am – 4.30pm Mon – Fri only, if you do not arrange for keys to be collected at this time bus will not be able to take bus on a Self Drive.
4. Rigorous Vehicle Checks must be completed **before and after** you use the bus, if you notice anything wrong with your bus please report to management immediately, and arrange for an alternative bus to taken out. If there is a fault reported that bus must not go out on a service.
5. In case of an emergency you must call Gárda Siochana & Flexibus manager Miriam McKenna – 087 1774260 immediately.
6. If you open and use the First Aid kit on the bus, you must write a report on why you are using this and return it to front office.
7. Please check if bus has a full fuel tank before you leave, if the fuel tank is not full this must be reported to the front office and recorded before use.
8. All our buses are **DIESEL**.
9. Tolls are not covered by Flexibus. Therefore you must pay at the toll or if using the M50 you must pay by 8pm the next day – otherwise you will be charged the fine by Flexibus.
10. **It is illegal to use a mobile phone** while driving, therefore you **must** put over onto side of road to answer your phone. Flexibus will not take any responsibility for any accidents if you do not follow this procedure.
11. Outside hours, keys must be put into post box at canteen window.
12. Provider sheets must be filled out and male and female passengers should be recorded and returned with the vehicle check sheet and signed contract.
13. Buses must always be cleaned & washed after every service and left ready for the next service and seatbelts clicked into place and left closed.
14. Bus clean includes floors swept, washed and brushed.
15. Each bus will have a “Bus Book”, you must enter Drivers name, Start/Finish time of Service, Mileage, Fuel.

Note:

A breach of any of the above can disqualify you to use our Self Drive service.

The Management of Flexibus